



AMANY WASEL

📍 MAKKAH PROVINCE, Jeddah 40363

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EXTERNAL RELATION COORDINATOR
MARKETING DIRECTOR
SOCIAL MEDIA PLATTFORM MANAGER
TRANSLATOR

EDUCATION

ASSOCIATE OF ARTS

ALEXANDRIA UNIVERSITY
ALEXANDRIA / 2006

Educational DIPLOMA

DAMANHOUR UNVERSTY
DAMANHOUR / 2008

SELF DEVELOPMENT ABILITIES DIPLOMA 2013

- 1- time management
- 2- strategy planning
- 3-self-confidence building
- 4- communication skills
- 5- leadership skills

TOEFEL CERTIFICATE

Score 540/80 H -201

Certificate of training
program of ICDL version 5

Membership of the
contact center world
global association for
contact center & customer
engagement best practice

Certificate for attending
training course in chamber
of commerce and industry
in Al-kharj titled how to
succuses in life by trainer
(Abdelaziz bin Qateen 20-
5-2020 for 4 hours .

Certification from the
international business
management institute in
berlin. Germany for
attending the basics of
project management
program – certificate id:
248087-158-785-3231

ABOUT ME

An organized professional with proven teaching, guidance and counselling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

The first thing people notice about me is 'me' because I am a unique character and a natural performer who's happy to speak up for what I believe. The career I have followed has allowed me to develop a truly global mindset, an inner capacity to "do the right thing" and resilience which has allowed me to accept both success and failure within my work journey.

WORK EXPERIENCE

MEEM ART STUDIO

Jeddah
Jul 2019 - Present

Marketing manager & social media platforms Managing Director.

- Develop, implement and manage social media strategies.
- Define most important social media KPIs.
- Manage and oversee social media content.
- Measure the success of every social media campaign.
- Stay up to date with latest social media best practices and technologies.
- Use social media marketing tools such as Buffer.
- Attend educational conferences.
- Work with copywriters and designers to ensure content is informative and appealing.
- Collaborate with Marketing, Sales and Product Development teams
- Monitor SEO and user engagement and suggest content optimization.
- Communicate with industry professionals and influencers via social media to create a strong network.
- Hire and train other in the team.
- Provide constructive feedback.
- Adhere to rules and regulations.
- Present to Senior Management objectives.

Dated 26-4-2020

Certificate for performing 35 contact hours of formal education in project management (PM) profession with (PMBOK GUIDE) from 18-7-2020 to 23-7-2020 by the PM trainer, consultant & researcher Azam M. Zaqzouq

Certificate from the management of training, development and consulting in Saudi Arabia for passing a training course in systemic strategic thinking at 22-9-1441

Certificate from the international association for volunteer effort for attending and passing a workshop about self – awareness in 23-9-2020

Certificate from Jeddah chamber for attending the confidence industry cycle from 31-5-2020 to 2-6-2020 for 12 training hours by trainer DR/ Fahd Sanadi

SKILLS

- Excellent with children
- Teaching assistance expert
- Team leadership
- Staff development
- Communication skills
- Time management skills
- Self-motivation
- Data entry
- Document scanning

Materials preparation

- Interpersonal and written communication
- Data analysis

WHITE SHADOW ● External relation coordinator COMPANY

Jeddah
Jul 2019 - Present

- Making international partnerships with a group of international organizations in strategic communication, public relation, marketing and customer awareness
- Making partnerships with a group of international awards in many sectors
- Making partnerships with a group of consultant & entrepreneurs around the globe.
- Represent white shadow as a Media organizer at CFA institute middle east investment conference 11 Dec 2019 / Riyadh
- HR coordinator, help in choosing, assisting and training for new employees.
- Customer service representative:
- In this position I was responsible for doing strategies for the clients' work, managing social media work for clients, doing campaigns, help in preparing, analyzing and monitoring the client's status within the market
- Organized grade records to increase reference speed.
- Created new lesson plans based on course objectives.

VARIOUS ● COMPANY

Jeddah
Jul 2017 - Present

● Freelancer Trainer

- Accounting software Freelancer Trainer for Various Companies required.

SMART HOMES ● COMPANY

Jeddah
Feb 2019 –
May 2019

● Data entry

- My mission was to make data entry for 5 years within 3 months work.

WASSILATEX ● SPINNING MILL

Alex
Jan 2016 –
Dec 2018

● DIRECTOR OF EXTERNAL RELATION

- Worked as a director of external relation of the company with other acrylic yarn factories in Germany, Italy and Algeria.
- Assisting foreign experts in dealing with Egyptian technicians through direct translations.
- Translating catalogues for new machines which were imported from Germany and Italy.
- Entered details such as payments, account information and call logs into the computer system.
- Copied, logged and scanned supporting documentation.
- Developed new process for employee evaluation which resulted in marked performance improvements. Ensure accuracy and timely delivery of translations required.

- Report writing
- Data management
- Strong verbal communication
- Conflict resolution
- Hardware evaluation
- Extremely organized
- Ability to work under pressure.
- RISK MANAGEMENT
- Event management
- Strategics communication
- Public relation
- Consulting

EXTRA INFORMATION

- excellent command with computer skills:
 - 1- operating system: windows an
 - 2- office suites: Microsoft office
 - 3- presentation software: power point
 - 4- spreadsheets: excel - Google spread sheets
 - 5- communication and collaboration tools: slack, Skype, etc

THE CANADIAN AMERICAN ACADEMY

Alex
Jan 2008 – Dec 2015

Owner

- Owner of an educational and a translation academy, responsible for ensuring training for student with giving support for those who require extra guidance.
- Working closely with other tutors and instructors to ensure that our curriculum is met together to deliver the required lessons.
- Researched and updated all required materials needed for firm and partners.
- Responded to customer requests via telephone and email.
- Ensure accuracy and timely delivery of translations.

OMAR IBN ELKHATAB EXPERMINTAL SCHOOL

Alex
Jan 2005 - Dec 2007

English Instructor

- Maintain discipline in the classroom, methodically provide resources for lessons; simplify lesson plans in line with curriculum objectives and assist student to be prepared for examination.
- Contribute with the British Counsel with connecting classrooms project - assessing and looking after my students progress through classes and provide them with informative presentation in order to fully comprehend all aspects of the project.
- Met with parents to resolve conflicting educational priorities and issues.
- Modified the general education curriculum for special-needs students based on various instructional techniques and technologies.
- Observed individual behaviors and suspect actions and reported issues to supervisory staff.
- Documented student attendance and progress against goals.
- Offered constructive feedback to minors under care regarding specific actions, behaviors and words.
- Organized grade records to increase reference speed.



What I am proud of:

I was honored by one of the UK consultants, Stephen citron, that I worked with when he sent me a gift of the book ([Engaging with and Empowering Employees, Customer and Communities](#)) where he wrote my name for thanking.